

**JOB VACANCY**  
**EMBASSY EMPLOYEE ASSOCIATION MANAGER**

The US Embassy Employee Association (EEA) is seeking a General Manager. Along with the requirements below, the desired candidate is an energetic, customer service-oriented problem solver with the desire to continue the EEA's mission of providing services to the U.S. Embassy Oslo community.

**Hours:** 30-40 per week, flexibility in work schedule desired

**Salary:** negotiable, based on previous experience and education

**JOB DESCRIPTION**

The Embassy Employee Association provides a wide range of support activities to the U.S. Embassy community and operates essentially as a small business. The EEA Manager plays a key role in identifying and delivering services that contribute to the improvement and maintenance of morale among American and locally hired employees and their families. Under the general direction of the EEA's Board of Directors (the Board), the Manager is responsible for the daily operations of the EEA and the EEA store.

**DUTIES**

- Serve as the day-to-day store manager, which includes working as cashier in the absence of the cashier, as stock clerk, and as bookkeeper.
- Ensure the EEA's financial integrity by maintaining appropriate internal controls and by following appropriate business and accounting practices to preserve the financial health of the EEA.
- Supervise EEA store staff.
- Order, arrange transport for, stock, and submit payment for goods sold in the EEA store.
- Submit balance sheets, income statements, and cash flows on a monthly basis to the EEA Board of Directors, or as necessary to inform the Board on current income position. This includes the supervision of part time accountant/accounting firm.
- Support official Embassy activities by providing goods and services. (Activities include – but are not limited to - trade shows, movie nights, official receptions held on Embassy properties, happy hours, and other such activities as may be held from time to time by members and offices of the Embassy community.)
- Act as principal contractor with present EEA suppliers, including U.S. government, local, and international vendors.
- Assist the Board with other activities as needed.

**QUALIFICATIONS and REQUIREMENTS**

- English proficiency required; Norwegian proficiency preferred.

- Degree in accounting, finance, economics, business, related fields or equivalent experience required.
- One or more years of retail experience required.
- Supervisory experience preferred.
- Proficiency in Microsoft Office; advanced knowledge of Excel and Access helpful.
- Knowledge of U.S. brands and products preferred.
- Proficiency in Enterprise Application Software/Point of Sale software or proven ability and willingness to learn required. Mamut is currently being used.
- A valid work permit is required for non EFM personnel.

**Applications are due by July 26, 2015.** Please submit a Curriculum Vitae (CV) or Resume and brief cover letter to the EEA Board at [OsloEEAjob@state.gov](mailto:OsloEEAjob@state.gov). Please email any questions about the position or how to apply to the same address.